

MEMORANDUM
Office of the County Administrator

TO: Board of County Commissioners

FROM: Thomas J. Willi
County Administrator

DATE: July 10, 2006

SUBJECT: County Divisions' Monthly Activity Report for June, 2006

MONTHLY ACTIVITY REPORT – JUNE, 2006

KEY WEST AIRPORT

- All bond documents were approved by the BOCC for the new McCoy Terminal Complex and construction work has begun.
- The FAA conducted the annual inspection of the airport over the course of two days. We received the highest score (no discrepancies) for the second consecutive year. “Great job with all of the hurricane issues, great recovery,” is the written comment made by the inspector on the score sheet.
- The airport was closed for 3 evenings (10 PM to 6AM) this month so that a pile driver could set up and perform work on the FDOT South Roosevelt Blvd. project.
- No website updates were needed this month.

HOUSING & COMMUNITY DEVELOPMENT AND
MARATHON AIRPORT

- Federal Aviation Administration’s (FAA) annual certification of The Florida Keys Marathon Airport was concluded on 6/20/2006. The inspection revealed that the airport is being operated in compliance with Title 14 CFR Part 139, the Airport Certification Manual, and the Airport Operating Certificate. This is the third consecutive year that the airport has been found to be in full compliance with all of the requirements without any discrepancies and/or violations being noted. FAA Airport Certification Safety Inspector, Jim Price, commended the staff of the airport for the good job on hurricane recovery.
- The Florida Keys Marathon Airport’s Emergency Plan of the Airport Certification Manual has been submitted and approved for a Class IV Airport, in compliance with CFR 14 Part 139 as administered by the FAA.
- Interim Affordable Housing Property Acquisition Appraisal Policies have been developed and submitted and approved by the BOCC for property offered to the County for purchase for lease back to applicants for subsequent development of onsite affordable housing.

- Pursued various employee/workforce affordable housing initiatives including: having initial negotiations with the Carlisle Group; meeting with representatives of Boondocks Bar & Grill and Lucky's Landing about their interest in an employee housing project; processing request for appraisals for North Star Resorts and Roy's Trailer Park; reviewing emails and drafts of agreements for sale and purchase and 99-year leases with Park Village, LLC and Tradewinds Phase II; coordinating information updates regarding maximum dwelling unit counts for properties proposed for employee housing development, developing a spreadsheet for tracking the progress of proposed employee housing projects; moderating meeting of Workforce Housing Task Force.
- Repairs of hurricane wind damage to T-hangars are substantially complete and repairs to the commercial passenger terminal at the Florida Keys Marathon Airport are continuing in preparation for the resumption of commercial air service in the Fall of 2006. Agreement with Delta Airlines for regional jet service to Atlanta International Airport has been finalized and submitted and approved by the BOCC.
- Proposed revisions to several property leases at the Florida Keys Marathon Airport are being actively pursued, including: additional land for use by the Marathon Fire Rescue Department as a temporary fire facility; an alternate site with FedEx for its ground operations; a site for an aeronautical museum for EAA; addressing the provision of insurance coverage and maintenance of hangars by lessees in exchange for term extensions.
- Housing and Community Development Division web-page development and updating of information for the Florida Keys Marathon Airport are on-going.

EMPLOYEE SERVICES

Website Updates (other than normal position vacancy updates, etc.):

Human Resources:

6 job description revisions

Facts page – 'steps to retire'

Personnel Policy Manual replaced by Section

IAFF Contracts added

Benefits:

KPHA Provider Directory Updates

"How to Report an Injury/Illness" to the WC page

Turnover Numbers To Date:

March turnover: 1.84%

Total to date: 8%

Resignations: 8	Terminations: 1	Retired: 1	Deceased: none
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Activities:

- Blood drive coordinated for Gato Building.
- Division Director met with Sterling Coach.
- Division Director met with Linda regarding Employee Recognition processes.

- Held monthly Supervisor meeting.
- Met with Employee Services Supervisors regarding division emergency continuity plan.
- Meeting with School Board, City, Emergency Management regarding CDL Incentive Program.
- Met with Division staff to work on developing the Mission Statement.
- Division Director attended SHRM Conference.
- Workers' Compensation 2nd quarter billing completed
- Settled two WC agreements for BOCC approval
- Process of working with Dr. Schwemmer to recruit an infectious disease physician in Key West
- SARB meeting held.
- Workers Comp TPA RFP addendums sent out to respondents

BUDGET & FINANCE

- Continuing Disaster recovery services with Adjuster's International. Project worksheets have been written for DENNIS, KATRINA, RITA. An exit interview has been conducted on April 7, 2006 with the FEMA project officer. All projects identified as a result of Hurricane WILMA have been submitted except for the canal cleanup portion of category (A) projects; including Marine Debris Removal, which was submitted for the removal of various lengths of vessels from 15' 30' 40' and difficult to remove vessels. The total of the project worksheet is **\$3,650,000.**

Hurricane	Anticipated Total Expenses Includes Federal and State Portions	Payment Received To Date	Difference	Actual Expenditures to Per Finance System	Estimated County Contribution (12.5% of Anticipated)	Actual County Contribution To Date
Dennis	2,714,842	1,893,378	821,464.00	2,461,197	339,355.25	567,819**
Katrina	1,268,392	615,172	653,220.00	1,290,610	158,549.00	675,438**
Rita*	1,027,393	542,547	484,846.00	1,389,508	128,424.13	846,961**
Wilma	26,830,260	9,701,633	17,128,627.00	12,752,571	3,353,782.50	3,698,194.***
Totals	\$ 31,840,887	\$ 12,752,730	\$19,088,157.00	\$ 17,893,886	\$ 3,980,110.88	\$ 5,141,156

*** Hurricane Rita was declared for categories A & B only, which are Debris Removal and Emergency Protective measures.**

**** Certain projects for Katrina and Rita were under estimated, and will be reopened for additional reimbursement once actual costs have been determined. Includes expenses in excess of large project worksheet amounts, which will be requested upon closeout, and final inspection of projects.**

*****The eligible total of project worksheets for Hurricane WILMA have been reduced by \$7,000,000 as a result of actual debris costs coming in at less than original estimated amounts. In addition, approximately \$300,000 in replacement vehicles have not yet been requested. \$526,000 requested on 6/23/06 has not been received (usually a 2-3 week turnaround)**

- Since the BOCC granted approval for the mayor to execute the Commitment letter from the Bank of America for a Direct Pay Letter of Credit not to exceed \$35,402,740 that document has been executed and sent to the appropriate parties. In addition, The **TEFRA resolution** has been approved at the June 21, 2006 meeting in addition to the two resolutions described below. The **Tax Equity and Fiscal Responsibility Act** of 1982, which is Federal legislation designed to increase penalties and close loopholes for issuers of tax exempt securities. **In addition, this resolution acknowledges that a hearing was duly noticed and held,** and The BOCC approved the Bonds for Federal Income Tax Purposes.
- **The Bond Resolution, which is the Master Resolution,** authorizes the issuance by the County of Airport Revenue Bonds from time to time to finance and/or refinance the cost of capital improvements to the Key West Airport. It also was approved and specifies the Bonds for the purpose of financing the current project, the Airport Terminal Complex.
- While this resolution applies to the Series 2006 Bonds and all Bonds issues by the Airport in the future, **the Supplemental Resolution,** which was also approved pertains only to the series 2006 Bonds and the provisions that are specific to these Bonds such as, the sale of these Bonds to the remarketing agent or underwriter, UBS Securities. It specifies that the Series 2006 Bonds will be issued as variable rate bonds, and discusses all of the variable rate bond mechanisms and procedures typical to variable rate debt.

This resolution authorizing a 3 year interest rate cap which minimizes the county's interest Rate risk for the first three years the bonds are outstanding is currently about to be priced. The cost for the interest rate cap should be approximately \$27,000, and the fee for PFM to administer the rate cap is \$15,000 which totals \$42,000. These costs are not allowable to be paid out Bond Proceeds, per the Federal Tax Code. We are currently determining whether or not these are eligible expenses to be paid out of PFC's. Although these costs were not specifically included in the original PFC application for the Airport Terminal, Newton and company has assisted the Office of Management and Budget in determining that although the letters from the Federal Aviation Administration that specifically "impose and use" projects for the New Passenger Terminal in the amounts of \$43,102,403 in the letters dated August 12, 2005 and February 22, 2006 as "Bond Capital" and "Interest", these terms are general but also imply Debt Issuance costs which are eligible to be paid for out of Passenger Facility Charges. This has been confirmed by publication **Order 5500.1 of the Federal Aviation administration, and appendix 4 which specifies allowable costs that can be paid out of PFC's.**

Therefore, the debt issuance costs of approximately **\$27,000 payable to UBS securities for the Interest Rate Cap, the \$15,000 payable to PFM for the pricing and administration of the interest rate cap, the \$2,000 for the additional unqualified opinion payable to Cherry Bekaert and Holland, and the \$25,000 Attorneys fee for Bank of America's Attorney Moyle, Flanigan, Katz, Raymond, White & Krasker P.A.** or a total of **\$69,000** will be paid out of the actual Airport Project GAKA103 from a line item to be determined by the Clerk's Office.

The County has received the credit rating after reviewing the documents submitted by the County by both **Moody's Investors Service** and **Standard & Poor's**. The ratings are based on the direct pay letter of credit provided by Bank of America and are actually the Bank's credit rating, subject to change if and when the Bank's credit rating changes. The Moodys' rating is **Aa1** and the S & P **rating is AA/A-1+**. As with all direct pay letters of credit, the bonds take on the credit ratings of the Bank .

The Airport Consultant's report does not need to be approved by the BOCC, it is for their informational purpose only and is intended to show the feasibility of the entire deal.

Finally, the only order of business that has not been addressed, and should be approved by the BOCC is the additional function of US Bank already approved as Registrar and paying agent, additionally as Tender Agent. A tender agent is an agent of the County to whom bondholders tender (the surrender of a bond for purchase). US Bank is preparing the documents for this additional duty.

- As a result of the board approving the repeal of the Marathon MSTU at the June meeting, which is estimated to save taxation on the County's Millage sheet of almost \$1.5 million and in conjunction with the removal of District Six from the County's Millage sheet, and which saves an additional \$1.3 million in taxation, the **preliminary aggregate rate over rolled back** is expected to be approximately **16%** going into the budget sessions, which is less than the preliminary percentages over rolled back from the 2006 budget sessions. **As always, when we adopt preliminary millage rates, we always can bring the rates down, but cannot raise the rates from the adopted preliminary rates, which is dictated by Florida Statute in the T.R.I.M Truth in Millage sections**
- During the Month of May there was discussion throughout the County and by the Commissioners regarding the Formula for funding the HSAB not for profits. It appears the BOCC may change the formula once again as historical funding information of this Board has been requested, which was provided by David Owens. **During the June Meeting, the BOCC increased the funding formula back up to 5% of the adopted 06 General Fund less the total of the HSAB funding which totaled \$2,326,581 or an increase of \$465,316. This new total is 5.82% over the previous year HSAB funding of \$2,198,526. It is important to point out the BOCC that tying the HSAB funding to the adopted prior year general fund does not really make sense in any way. While the funding for these programs comes out of the general revenue fund, using a percentage of that fund each year is really not the best way to come up with a total funding as per the current formula. The Department of Management and Budget will research and come up with an equitable way of determining funding in the future.**
- At a meeting on 3/30/2006 it was determined that although 120 mobile homes were tagged "unsafe" by code enforcement, the property owners of these units were in the process of obtaining permits to repair or demolish their units. It will not be known for a few more months if the County will need to get involved in the removal of Derelict Mobile Homes.

As per Suzanne Hutton, and Pedro Mercado of the County Attorney's Office, in order for the County to condemn a structure, which is required in order to get FEMA to fund this project, the County would have to have title to the property via foreclosure, which in many cases includes the land on which the mobile home owners paid lot rent. Additional information will become available after the special magistrate hearings in April and May have made a determination. I have not heard a definitive outcome of these hearings as of the end of **June**.

- During May the Office of Management and budget held its annual roundtable meetings with the Administrator and discussed the budgets of all of County's Divisions and Departments. Some changes were made and some personnel additions have been discussed. The Budgets of the Constitutional Officers and some remaining court related budgets have come in and have been input into the budget system. The revenue analysis will be updated in the next two weeks and the funds will be balanced in anticipation of the certified values of real property due by July 1, 2006. **The preliminary values submitted show property values in the county have increased by approximately 18%, lower than the 25% increase of 2005. The Office of management and budget is continuing work on the proposed budget which will be presented at a special meeting on July 13th 2006. The budget discussions whereby each department presents it's budget is scheduled during two later meetings on July 20, 2006 and July 24, 2006 when we adopt preliminary millage rates. As in prior years, the first millage sheet is very conservative on Revenue estimates and very liberal on expenditure estimates producing a millage sheet that requires substantially higher taxing. The reason for this is to make sure that once the preliminary millages are adopted, the T.R.I.M. statutes allow for millages rates to go down from the adopted preliminary rates but do not permit the rates to go up from those rates. So as the fiscal year draws to a close, the revenue and expenditure forecasts are more reflective of the real financial position of the ad valorem funds which usually results in lower adopted millage rates for the final public hearings in September.**

Purchasing

- I have spoken to Susan Grimsley of the County Attorneys' Office and we are beginning the process of making the necessary changes and additions to the Purchasing Policy, which will clarify and strengthen the policy. These changes will be communicated county-wide and the policy will be strictly adhered to in the future. Specifically, we will address what policies to follow after a Hurricane, and will reword and eliminate policies which contradict each other. The process will require several meeting with the county attorney, but will produce a simpler easier to follow policy with face sheets and "how to" procedures which will take the guess work out of purchasing goods and services in exception to the policy, without violating the policy.
- The statistics were relatively unchanged in the month of June for the purchasing department. Of the 596 purchase orders that were issued, 171 were entered by the purchasing department of which 146 were for Office Depot supplies. .
- We opened 4 bids and processed another 6 which was about average compared to the previous months. Addendums entered 5, contracts reviewed 26, and bills paid 0 were all also about the norm. We ended up processing 1741 pieces of mail which was lightly more than last month. .

Grants Acquisition/Administration

- Abstracted and distributed twenty-four Notices of Funding Availability (NOFA's) including, but not limited to funding for: AED's and training, Service and domestic dogs, Assisting the blind, safe syringe access, Boating Safety, Historic Preservation, Hands-on environmental projects for children, Tax Counseling for the Elderly, Abused women and children and protecting and supporting for-profit nurseries and fisheries.
- Responded to seventeen requests which involved identifying grant funding sources to grant seekers and doing preliminary research for specific grant needs.
- Added three more names to the grant notification distribution lists and met with Donna Sogegian, the new grant writer for Islamorada.

Art in Public Places

- Completed selecting the art for the Bayshore Open House.
- Continued accepting new pieces and getting them hanged.
- Added four more artists to display their art either at the Gato Building or at Bayshore Manor.

Sterling Program

- Attended two meetings to continue the Sterling Program: Employee Rewards & Recognitions and Employee Satisfaction.
- Worked on gathering and compiling information from public and private sources to compare with Monroe County processes.
- Scheduled the meeting rooms for the July meetings.

Policies and Procedure Manual Committee

- Worked with the Vice Chair to finalize minutes from the May 24th meeting and prepare for the July 11th meeting.
- FEMA Reconciliation
- Worked with Dave Owens in completing the information compilation for Katrina.

Grants Administration

- Prepared information for June Commission meeting regarding Human Services Advisory Board funding. Advised applicants and HSAB members of Commission discussion regarding FY 07 funding total. Responded to numerous questions from applicants regarding funding formula discussion.
- Scheduled another Human Services Advisory Board meeting to make new recommendations at new funding level. Notified applicants and board members.
- Continued to gather information and maintain files for FEMA project worksheets for Hurricanes Dennis, Katrina, Rita, and Wilma.
- Updated lists of all transactions posted to hurricane cost centers and compared them to project worksheets to ensure reimbursement on all eligible expenses posted.
- Filed three requests for reimbursement totaling \$1,133,041.00 and processed \$1,265,435.00 revenue received for Hurricane Wilma.
- Accepted proposals for Byrne Justice Assistance Grant funds. Scheduled, advertised, and held meeting of Substance Abuse Policy Advisory Board to make recommendations to the

Commission regarding uses of these funds. Completed and submitted online applications with FDLE for Byrne Grant based on these recommendations.

- Filed requests for reimbursement on Residential Substance Abuse Treatment grant program.
- Agenda items for Florida Healthy Kids match contract, Livescan fingerprint contracts with Sheriff's office and FDLE, Byrne application.
- Placed order for Livescan fingerprint equipment for Sheriff's Dept, funded by Byrne Law Enforcement Grant state excess funds.
- Attended FEMA debris training session.

COMMUNITY SERVICES

Administration

- Attended the rain barrel project meeting and demonstration hosted by University of Florida/Monroe County Extension Services.
- Welcomed new Interim Community Services Division Director.
- Held meetings with Social Services Department Program Directors that will continue into July.

Social Services Department

Nutrition

- Five concerts (two in Marathon) were provided at the Nutrition Sites/Senior Centers and Bayshore Manor by local artists through the NACo award winning Senior Lunchtime Concert Series.
- The Key West visual arts classes funded through a State Cultural Arts Grant with the assistance of the Florida Keys Council of the Arts continued in May.
- Two epilepsy education programs were provided in Plantation Key and Key West.
- A semi-annual Nutrition program staff and training meeting required by the Alliance for Aging was held in Marathon on June 22.
- Staff attended a special needs hurricane meeting conducted by Social Services.

In-Home Services

- Submitted May's OAA Report to the Alliance for Aging.
- Participated in FL Aging Service Providers (FASP) conference call with Tallahassee and completed FASP ballot.
- Participated in Annual ADI Training.
- Submitted required reports to the Alliance for Aging and Department of Children & Families.
- Met with Deputy County Administrator and Project Manager to discuss programmatic issues and view for future endeavors.
- Requested cell phones and radios to be able to reach personnel in the field.
- Hired and trained several new direct service workers.
- Handled renewal of several grant contracts for the upcoming year.

Bayshore Manor (BSM)

- Placed two new long-term residents and one short-term resident in June. BSM has three beds available and four persons in the application process.
- BSM daytime respite program is at capacity with ten clients, with four new respite clients beginning this month.
- Susan Scarlet, Leonard Whitley, and Helen Garcia were guests on *The Keynoter* to discuss the BSM services (aired on June 7); Susan Scarlet, Leonard Whitley, Deb Barsell were guests on *Point to Point* (aired on June 28).
- BSM held an open house with approximately 50 guests attending, including County officials and Commissioners.
- Fifth Street Baptist Church members visited the residents for outreach.
- Key West Women's Club Social with entertainment by Mike Emerson on guitar.
- Visit by Bob and Anita San Juan with mandolin music.
- Lutheran Outdoor Ministries visited residents and worked around the facility. Group of ten young teenagers from around the county volunteered at for one week.

Transportation

- Two new vacancies are expected to be filled soon.
- Plans are in order to purchase two new buses to replace two high-mileage buses. One will be County-funded; the other one will be funded through the FDOT 5310 grant.
- Current Special Needs statistics are as follows: clients who have renewed and updated their records = 236. Clients are still returning updated paperwork at a rate of 4-5 per day.

Welfare

- A new staff assistant was hired in Marathon and will be reporting the third week of July 2006.
- The program is short handed as three positions are vacant. Replacements have been recruited and the program will be fully staffed by mid July.
- The new social worker supervisor in Marathon has been learning the program and is getting to know her clients with the assistance of the past supervisor.
- Staff attended a hurricane meeting for agencies caring for special needs clients held on June 6. Pamphlets and information was exchanged so that we will be better prepared for the season ahead. An Upper Keys staff member attended the Turkey Point Emergency Operation Exercise on June 8.
- A transitional staff meeting and a planning session was held with Deputy Administrator, Project Manager, and Welfare staff members for the purpose of strategic planning and suggesting changes within the Welfare Program. Questions, answers and opinions as to what changes and directions we would like to have in the future, with input from all was considered. Assignments were made for the staff to work on during the month.

- On June 16, a major staff meeting was held in Key West. All social workers were in attendance from all locations. A presentation was made by the Welfare Director regarding new forms to be utilized for the Social Security Interim Assistance Agreement. The Social Security Administration Manager addressed the new rules and regulations covering the release of information from the Social Security Administration Records.

Extension Services

- The Director and the Family and Community Development Agent attended a half-day grant writing workshop conducted by the Grantstation.com consulting, sponsored by the Volunteer Florida Foundation, and organized by the Paradise Interfaith Network on Big Pine Key.
- The Sea Grant Marine Agent participated in the South Atlantic Mexico Fishery Management Council Scientific and Statistical Committee 2-day meeting in Miami to review and make recommendations on stock assessments and proposed fishery regulations.
- The Sea Grant Agent met with Richie Ahuja, Environmental Defense, to discuss the dynamics of the local shrimp fishery and identify opportunities to encourage the local commercial fisheries to transition to a more sustainable level that would balance economic gains, social stability, and ecological impacts.
- The Environmental Horticulture Agent held eight rain barrel workshops in 1 month in the Upper, Middle and Lower Keys. The purpose of the workshops was to learn about the importance of water conservation, proper watering practices for landscape plants and how to construct a rain barrel.
- The Horticulture Agent wrote a 30-page tenure packet for the U of Florida.
- The 4-H Agent provided leadership of 4-H Camp Cloverleaf with a three County during the week of June 12-16. Ten youth from Monroe County participated with 65 other 4-H youth from Broward and Miami-Dade Counties.

Libraries

- The Library online calendars, operating through VTH, are being updated regularly. The Florida Library Youth Program (FLYP) is being spotlighted, with a special link from the home page, as the branches are participating in the State-sponsored program, presenting once or twice-weekly special programs.
- The Library is continuing to solicit community input for its long-range plan. The survey page, recently added to the library website to accept public comments. (http://www.monroecounty-fl.gov/pages/MonroeCoFL_Library/longrange) still receives comments regularly. Many helpful suggestions have been received to date, and the public response has been highly favorable. Changes to the survey are now being planned, to keep public interest at its present high level and to elicit a broader range of input. In-house surveys, available at the circulation desks, are also still drawing a good response at all branches.
- Subscription database usage continues to grow due to the new online resources we are providing our customers and publicity efforts from our website. These figures point to the still-growing demand for database information by the public and the need to increase these services. Staff members are regularly evaluating new

databases for possible inclusion in our online collection, in addition to our current general information sources as well as a newspaper collection and genealogical materials.

- The summer reading programs have started in the branches. Presentations of pirates, picnics, Caribbean feasts, dolphins, aliens, and puppets, among others, have charmed over 500 young visitors to our Libraries in the past month alone. Programs will continue through July.
- Library Director has continued her participation in the Sterling Process through the Reward and Recognition Committee. The group met again in June and is examining County employee awareness and participation in reward and recognition programs throughout the County.
- Special displays were presented in the Library branches for the start of the hurricane season, featuring hurricane information for the disabled, from a County conference sponsored by the National Organization on Disability.
- The County Extension Services Department again made good use of the Library van for a week-long 4-H adventure.
- Library Director met with the new County Director of Technical Services, to begin planning to meet the growing technology needs of Library patrons. Further conferences are anticipated. Tech Services Director to attend the Library Board meeting in Key Largo in July, which will be focusing on long-range Library planning and advocacy.
- The month concluded with a surprise party marking the retirement of Sheila Barker, Community Services Division Director. Ms. Barker has been a strong advocate for the Library and will be greatly missed. Library Director will meet with the Acting Division Director soon to discuss Library concerns and to set up a tour of the branches.

EMERGENCY SERVICES

- One Firefighter I course for volunteer personnel delivered, state testing pending.
- Two Emergency Vehicle Operator Courses delivered.
- Restructuring of ESF-1 underway, changing lead agencies, to provide better transportation coordination during evacuations.
- Shelter Manager training completed, 32 attendees.
- Data and telecommunications upgrades at the EOC have been installed and tested, including direct lines with the NWS weather Forecast Office - Key West.
- EOC site visits across Florida completed to determine best practices in the design of a new EOC.
- SAFER grant application sent and accepted, pending approval.
- Oral interview board conducted interviews for perspective new Firefighter/Paramedics and Firefighter/EMTs.

Website upgrades:

- Updated Fire Rescue Headquarters contact information
- Added fireworks application

- Added ambulance billing rate sheet

PUBLIC WORKS

- Attended meeting with Dave Koppel to discuss with Zulie of Islamorada, Village of Islands the local option gas tax distribution and the city's request to extend agreement for only one year versus current three year extensions.
- Attended CDL meeting with local emergency management and other local entities to discuss transportation issues during natural disaster evacuations.
- Meeting with City of Key West regarding emergency fuel sharing.
- New generator for EOC received.
- Approximately sixty new vehicles/generators ordered this year.
- Remediation efforts at the MCSO Administration Building are 98% complete
- Fire suppression inspection and testing was completed for all jails, MCSO Administration Building and DJJ Building.
- ADA renovation at the reception area for the Marathon Building Department is 85% complete.
- Began construction of storm water curbs at Higgs Beach Dog Park.
- Paved Bonito Lane in Key Largo with Public Works crew.
- Completed installation of canvas at Card Sound Toll Booth.
- The Post Closure Operations passed all DEP tests.
- Household Hazardous Waste facilities at Long Key and Cudjoe have been cleaned out in preparation for hurricane season.

ENGINEERING

- Public Works Facility on Rockland Key – contract with mbi/k2m for A/E services to be approved at the July 06 BOCC meeting.
- Duck Key Recreational Path – preconstruction meeting held on July 6, 2006.
- Big Coppitt Park- demolition of existing structure complete.
- Big Pine Park- demolition of existing structures anticipated to be complete by July 7, 2006.
- Big Pine Key Roads X- roads in Sands Subdivision paved with leveling course, drainage trenches installed.
- Freeman Justice Building- work continuing. Prices for brick and stone veneer being sought by County staff.

TECHNICAL SERVICES

- Began Network Remediation Project, visiting all County network facilities to produce detailed documentation and correct wiring issues.

- Created Network Security document for firewall and wireless design.
- Designed new wireless network plan for Libraries and public meeting places.
- Implemented Tape Management Plan for disaster recovery.
- Implemented 1TB Disk Drives with harden cases for disaster recovery for evacuation.
- Began License Compliance internal audit.
- Worked 2007 and beyond strategic technical plan.
- Completed 160 Work Requests.

PROJECT MANAGER TO CO. ADMINISTRATOR

- Liaison activities with Langton Associates relative to grants/development:
 - Langton assisted Public Works (PW) to submit Hazard Mitigation Grant Program (HMGP) application for Hurricane Katrina on 6/7.
 - Langton worked with Emergency Services to develop a strategy for applying for available funds for the new EOC.
 - Wilma NOFA published for HMGP; two PW rolling door upgrades, one MAR airport shutter project, and one project for the EOC are planned for submission on 9/15.
- South Florida Workforce Investment Board (SFWIB) involvement:
 - Attend 6/16 SFETC closeout and 6/23 SFWIB meetings in Miami.
- Bayshore Manor: participated in 6/9 open house and appeared on *Point to Point*.
- Began meeting with program staff to ascertain current status of Social Services Department.
- Represented Monroe County with Southernmost Homeless Assistance League (SHAL) at the following meetings and events: SHAL board of directors meeting on 6/7; chaired SHAL Governmental Affairs/Legislative Committee meeting on 6/20.